

Data Sharing Privacy Notice

We process personal information relating to our students and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our students that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

In addition, once our students reach the age of 13, the law requires us to pass on certain information about them to Bradford Metropolitan District Council, Youth Support Services and Connexions who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these students' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Bradford Council or the provider of Youth Support Services by informing the school. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, visit www.bradford.gov.uk/bmdc/education_and_skills/youth_services.

Information will be shared within Bradford Metropolitan District Council and its contractors in order to provide and plan services e.g. School Transport. It will also be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. Data is also shared with relevant organisations for exam, awards and qualification purposes.

Information will also be used as necessary to support the school's own contractual and operational requirements e.g. Cashless Catering System/Off Site Visits. Information will be forwarded to a student's new school if and when s/he changes school. It will also be used for statutory returns and for research purposes.

We are required by law to pass some information about students to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please contact the LA or DfE or visit the websites as follows:

City of Bradford MDC
 Information Management Team
 Margaret McMillian Towers
 Bradford
 BD1 1NN
 Website: <https://bso.bradford.gov.uk>
 Email: - IMTdatateam@bradford.gov.uk
 Phone: - 01274 439652

Department for Education
 Public Communications Unit
 Sanctuary Buildings Great Smith Street
 London SW1P 3BT
 Web: www.education.gov.uk
 Email: www.education.gov.uk/help/contactus
 Telephone: 0370 000 2288

Data requests for students may be received after a student has left the school e.g. exam and reference requests, these will be dealt with as set out in this Privacy Notice and our Data Protection Policy.

Schools may receive requests from police for information about a student. The School will share the following;

- the student's registration at the school
- the student's full name and/or date of birth
- the student's address and/or telephone number
- the student's next of kin as informed to the school
- the student's attendance at the school on identified dates

All other police requests will be dealt with as set out in our Data Protection Policy.

Consent for photographs and filming of students will be requested on the Admission Form at point of entry and on the SLG Data Collection Sheet and/or annual Student Information Form.

The school may use a student's work for assessment and moderation purposes, displays, shows, productions and for any other purpose unless permission is withdrawn by the student.

We will not give information to anyone outside the school without consent unless the law and our rules allow us to. If you wish to discuss this further or want to see a copy of the information that we hold and/or share please contact Suzanne Wahed – School Business Manager.

Photographs are taken of students for use on necessary school systems and for cashless catering and identification purposes e.g. swipecards. Occasionally photographs may also be taken of students during school activities. Please confirm that you give permission for photograph to be taken and used as follows:	Yes	No
• in publicity material for school		
• on the school website		
• by approved organisations for promotional/external publication		
• Occasionally activities involving students may be filmed for educational and fundraising purposes e.g. sale of school production cds, lesson feedback etc. Please confirm that you give permission.		

The school uses CCTV Technology which is strictly controlled in line with our CCTV Protocol.